

UNIT 29 AMENDING/CANCELLING SOLICITATIONS

(Formerly Units 28 & 29)

UNIT CERTIFICATION

Statement of Completion

_____ has satisfactorily completed on-the-job training in the duty or duties of this Unit under the conditions described below and in accordance with the overall standard(s) for this Unit.

Duties

1. Determine whether to amend, cancel, or make no changes to IFBs (before opening), RFQs, or RFPs.
2. Prepare an amendment to the solicitation.
3. Prepare cancellation notices for RFQs and RFPs.

Conditions

Given a solicitation, requests from the requiring activity to change the quantity, specifications, delivery schedules, closing dates, etc., and/or complaints or recommendations from potential offerors about specifications or other terms and conditions.

Overall Standard(s)

Amend an IFB (before opening) or an RFP when the overall scope of the contract would not be affected. Cancel IFBs before opening or RFPs when the requirement no longer exists, funds are no longer available, or when the overall scope of the contract has changed to the extent that the original synopsis and/or solicitation no longer validly describes the requirement.

Amendments clarify or correct all significant ambiguities, errors or omissions in the Government's statement of the minimum functional need (as the need has evolved since the solicitation was issued) and/or other terms and conditions. All amendments are properly executed and put all offerors on an equal footing. No award is made unless the amendment has been issued in sufficient time to permit all prospective offerors to consider such information in submitting or modifying their bids.

Certification for Part B: Cancellation of IFB Before Opening

Duty

Cancel the IFB before bid opening.

Conditions

Given an IFB and a decision to cancel prior to bid opening from Unit 28.

Overall Standard(s)

Correctly prepare cancellation notices and notify all potential offerors.

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Evaluator	Name	_____
	Title	_____
	Date	_____

Certification for Part C: Cancellation of IFB After Opening

Duty	Determine whether to cancel after opening and, if so, cancel the IFB.
Conditions	Given market data, contacts with the requiring activity, an IFB, and opened bids.
Overall Standard(s)	Correctly determine whether, given the facts on hand, there is a compelling reason for cancellation. Correctly prepare cancellation notices and notify all potential offerors.

Evaluator	Name	_____
	Title	_____
	Date	_____

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DOCUMENTATION OF OJT ASSIGNMENT(S)
Description of Assignment:
Evaluation:
Completion Date:

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Policies

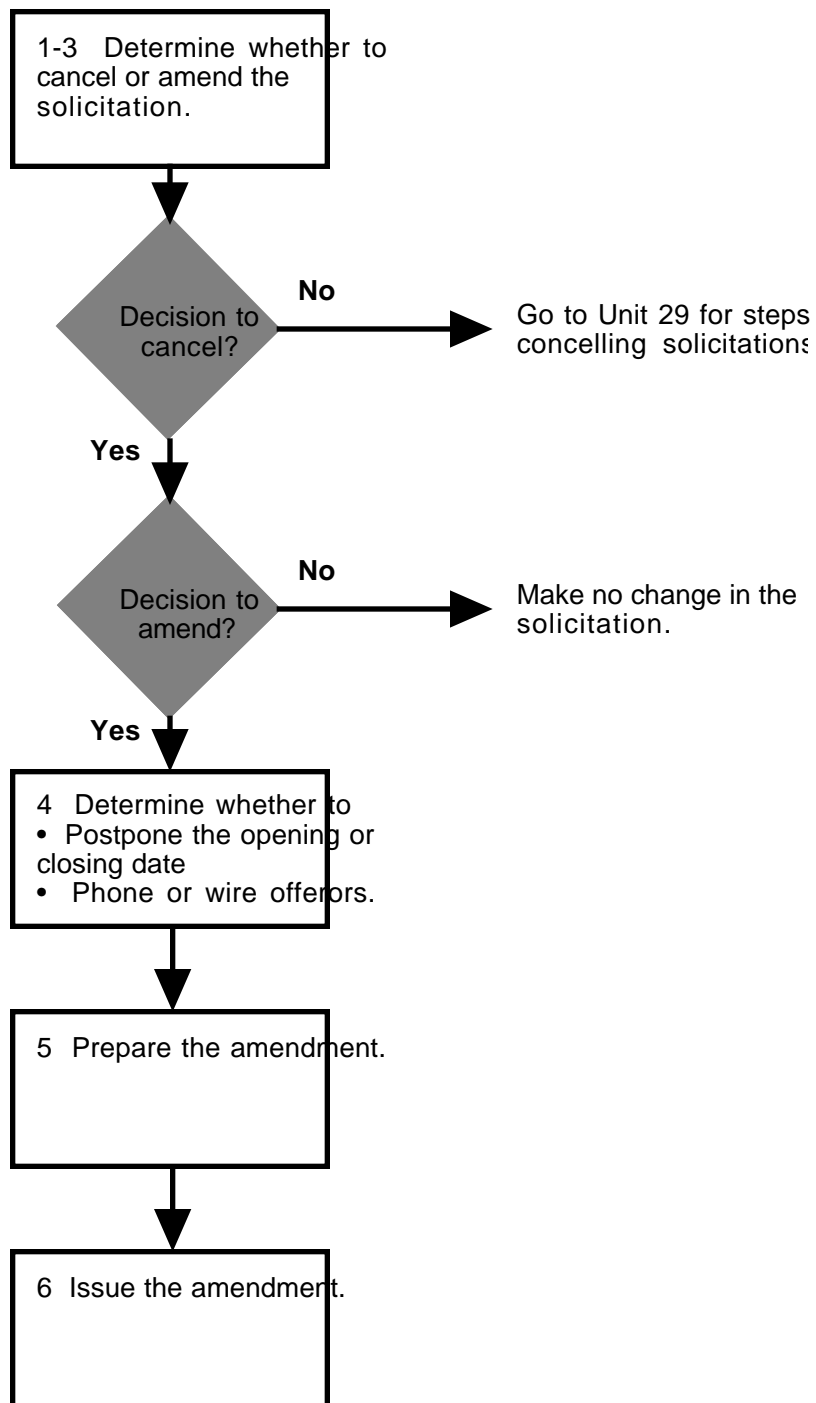
<i>FAR</i>	<i>Agency Suppl.</i>	<i>Subject</i>
7.204(b)		Amending or cancelling solicitations based on responses to the provision at 52.207-4, Economic Purchase Quantity—Supplies.
14.208		Amendment of IFBs.
14.209(a)		Grounds for cancelling IFB s before opening.
15.410		Amending solicitations before closing date.
15.606		Changes in Government requirements.
52.214-3		Amendments to IFBs
52.215-8		Amendments to RFPs
14.209		Cancellation of IFBs before opening.
14.404-1		Cancellation after opening.
14.404-3		Rejecting all bids.
15.103		Converting from sealed bidding.
15.606(b)(4)		Cancelling RFPs.

Other KSA's

1. Knowledge of what kind of amendment necessitates an extension of the closing date.
2. Knowledge of the relationship between line and staff authority; knowledge of the role of service departments such as procurement in supporting line managers on mission accomplishment; skill at communicating and exercising leadership in working with line managers on such matters as determining the need and validity of proposed amendments (from Organization and Management).

Other Policies and References (Annotate As Necessary):

AMENDING SOLICITATIONS



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Tasks

Related Standards

<p>1. Obtain written revisions to the purchase request from the requiring activity. Examples:</p> <ul style="list-style-type: none"> Proposals to cancel the solicitation--money or need has lapsed. Proposals to cancel and resolicit. Proposals to amend the solicitation. 	<p>1. Subject any requests to amend the solicitation (or to cancel and resolicit) to the tests of Units 3, 6 and 7, and, where applicable, 15 and 16).</p>
<p>2. Identify problems with issued solicitations. Potential indicators:</p> <ul style="list-style-type: none"> Offeror inquiries. Pre-bid/quote/preproposal conferences Technical review of the offer, if any. Factfinding conferences. 	<p>2. Recognize and collect evidence of any problem with the solicitation:</p> <ul style="list-style-type: none"> Insufficient time allowed for the preparation and submission of offers. Incomplete, inaccurate, or missing terms, conditions, or data. Terms or conditions that are being misinterpreted by potential offerors (vague or ambiguous). Release of additional data to some but not all potential offerors. Identification of terms or conditions (especially elements of the specification) which are inferior to alternatives surfaced by one or more offerors. Examples: <ul style="list-style-type: none"> In their responses to the provision at 52.207-4, Economic Purchase Quantity—Supplies, offerors recommend buying in different quantities than solicited. The proposal considered most advantageous to the Government is predicated upon a departure from the stated requirements. Identification of terms and conditions that are unnecessarily restricting competition or otherwise discriminating against some potential offerors. CBD notice not published within 10 days of transmittal (6 days if electronically transmitted).
<p>3. Determine whether to:</p> <ul style="list-style-type: none"> Leave the solicitation "as is." Amend the solicitation. Cancel the solicitation. 	<p>3. Cancel if a FACNET transaction (rather than trying to amend a FACNET RFQ). Cancel if the requirement no longer exists or funds no longer are available. Cancel and resolicit when the overall scope of the contract has changed to the extent that the original synopsis and/or solicitation no longer validly describe the requirement.</p>

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Tasks	Related Standards
4. If the decision is to amend, determine whether to postpone the bid opening date or extend the RFP's closing date and, if so, whether to precede mailing the amendment with telephone calls or telegrams.	4. Give all potential offerors sufficient time to consider the change(s) in submitting or modifying their offers. Telephone or send telegrams when offerors are upon the point of sending in their offers.
5. Prepare amendment, using SF30.	5. Complete the SF30 per instructions on back page of the form (FAR 53.301-30). Among other things: <ul style="list-style-type: none"> • Cite solicitation number. • Number amendments serially. • Include instructions on acknowledging receipt of amendment. • State whether or not the bid opening date has been postponed or whether the RFP's closing date has been extended and, if postponed or extended, identify the new date. • Use replacement pages for the solicitation, with changes marked.
6. Issue amendment.	6. For IFB, send the amendment to all offerors who have been provided official copies of the solicitation and post a copy of the amendment in the Bid Room. For RFP's: <ul style="list-style-type: none"> • If proposals are not yet due, copy to every firm that has received a solicitation. • If proposals have been received, a copy sent to all responding offerors. • If the competitive range has been established, a copy to offerors in the range. In the case of RFPs, the amendment may be conveyed orally under the conditions described in FAR 15.606(a).
7. If the decision is to cancel an RFQ/RFQ, prepare notice of cancellation and document reasons in the file.	